



Albemarle Ballet  
THEATRE

## 2020 – 2021 Handbook & Policies

October 15, 2020 Revision

### Table of Contents

REGISTRATION.....	2
PAYMENTS AND BILLING .....	2
TUITION.....	3
PRIVATE LESSONS AND SMALL GROUPS.....	3
DROP-OUT.....	4
LEVEL PLACEMENT .....	4
CLASS SIZES .....	4
ABSENCES & MAKE-UP CLASSES.....	5
INCLEMENT WEATHER & SCHOOL CLOSINGS.....	5
DROP-OFF AND PICK-UP.....	5
SCHOLARSHIPS & WORK STUDY .....	6
CLASS SCHEDULE .....	7
2020 FALL CALENDAR .....	7
PERFORMANCES.....	8
CLASS ATTIRE .....	8
STUDIO POLICIES & AGREEMENTS .....	9

5798 Three Notch'd Rd • Crozet, Virginia, 22932 • Mailing: P.O. Box 805 • Crozet, VA • 22932  
(434) 823-8888 • [Info@abtdance.org](mailto:Info@abtdance.org) • [www.abtdance.org](http://www.abtdance.org)

## Registration

Registration is available online at [www.abtdance.org](http://www.abtdance.org) and is for the Fall 2020 Semester, September 8 – December 12, 2020, excluding Mat Pilates and 6-week sessions.

First tuition fees will be posted on September 1<sup>st</sup> and payment is due on September 15<sup>th</sup>, 2020. It will include tuition for classes from September 8<sup>th</sup> to October 14<sup>th</sup>, plus the annual registration fee.

All students will pay a non-refundable annual Registration Fee of \$25 per student. A separate registration fee is charged for Summer Camps and Classes. All registration fees are waived for multi-student families.

Current ABT students will receive priority registration at the start of a new session. Once registration is opened to the public, all classes are first-come, first-serve. If you miss pre-registration, class openings are limited and will not be held for returning students. Once a class is full you will be waitlisted. All waitlisted ABT students will be prioritized.

ABT requires a credit or debit card to be kept on file at the time of registration. Please note that you are automatically enrolled in monthly auto-pay when you complete online registration for Fall 2020 Semester classes. Monthly payments will be made via auto-pay, unless the ABT office has been notified of another preferred form of payment.

New students should contact [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org) regarding level placement.

## Payments and Billing

Annual tuition, excluding 6-week sessions and Pilates classes, is billed monthly. If you would like to pay in full, please notify [Nicky@abtdance.org](mailto:Nicky@abtdance.org). Tuition will be posted on the 1<sup>st</sup> of the month and cards on file will be charged on the 15<sup>th</sup> for the following month's tuition, unless an alternative form of payment is received prior to the 15<sup>th</sup>.

Tuition is due in full at the time of registration for Pilates, 6-Week Sessions, and Events.

All payment information is completely secure through SafeSave Payments. Any declined forms of payments will carry a fee of \$25.00.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard.

If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account. If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT.

When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to: P.O. Box 805, Crozet, VA 22932.

## Tuition

All tuition is non-refundable. If there are extenuating circumstances, please contact [Nicky@abtdance.org](mailto:Nicky@abtdance.org).

### 2020 Fall Semester Classes

Monthly class rates are based on a 4-week month and are listed below. For tuition questions or to request your total tuition per semester, please contact Nicky. Please note that monthly rates will vary depending on the number of classes offered in a given month.

For students taking multiple classes, a 10% discount will be applied for each additional class beyond the first.

Monthly Tuition Rates	
30 min. class	\$66
45 min. class	\$72
1 hr. class	\$74
1 hr. 15 min. class	\$79
1 hr. 30 min. class	\$85

Number of weeks in Fall Semester	
Monday	12
Tuesday	13
Wednesday	13
Thursday	13
Friday	13
Saturday	13

### Mat Pilates

1-Month Session: \$15 per class

### Exploring Ballet & Creative Movement

6-Week Session: \$99

## Private Lessons and Small Groups

Please email [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org) if you are interested in scheduling a Private or Small Group Lesson. Multi-class discounts do not apply to Private Lessons or Small Group classes.

Small Group Hourly Class Rates Per Student	
Private Lessons	\$100
Duo	\$60
Trio	\$45
Quartet	\$38
Quintet	\$30

## Drop-Out

Registration is for the Fall Semester September 8 – December 12, 2020., excluding Pilates and 6-week sessions. All tuition is non-refundable.

If you wish to withdraw from a class, please send advanced written notice to [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org). If you send late notice after your intended drop-out date has already passed, we will count the previous week's class as your last, as drop dates are not retroactive. Tuition will be prorated based on your drop-out date.

Please note: Students who simply stop coming to class will continue to be billed until they officially withdraw. We will not assume a student has withdrawn, and give away their spot, until we receive notice.

## Level Placement

Level placement is determined by ABT Owner & School Director, Sally Hart, and Artistic Director, Veronica Piller. When placing students, we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic in order to create a balanced environment where the students can thrive. For more information go to [www.abtdance.org/classes/level-placement](http://www.abtdance.org/classes/level-placement).

## Class Sizes

**\*\*Updated class sizes for Fall 2020 Semester\*\***

Pilates: 8-Students

Creative Movement: 12-Students (Zoom only)

Exploring Ballet: 6-Students (in-person)

Ballet IA – IB: 20-Students (Zoom only)

Ballet IIA - IIB: 12-Students (in-person)

Ballet III - Advanced: 12-Students (in-person)

Modern II/III & Jazz II/III: 8-Students (in-person)

\*Pointe Classes: In-Person at ABT: 12-Students

*\*Pointe classes will not have a Zoom option. Enrollment in the ballet class prior to pointe class is required.*

ABT has a minimum enrollment policy of 5-students per class. If minimum enrollment is not met by the end of the third week of classes, ABT may cancel the class and provide

alternative options to students. A full refund of any unused tuition will be issued if a class is completely canceled due to insufficient registration.

If 3 or fewer students are present for a class, the class time may be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

To notify ABT of future absences please enter dates in the JackRabbit Parent Portal or email [Attendance@abtdance.org](mailto:Attendance@abtdance.org). For instructions on how to enter absences please visit <https://help.jackrabbitclass.com/help/sched-makeups-parent-portal>.

Make-up classes may be approved and scheduled with [Jennifer@Abtdance.org](mailto:Jennifer@Abtdance.org) for the same or a lower level. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester, summer, or school year.

Refunds or credits are not given for missed classes. If there are extenuating circumstances, please contact Nicky.

## Inclement Weather & School Closings

Should the school be closed or Zoom classes canceled due to inclement weather, students are welcome to schedule a make-up class. If the class cannot be made up in another existing class, a separate make-up class will be added to the calendar. ABT does not offer refunds for cancelled classes.

For school closings, ABT will notify families no later than 12:00pm the day of for evening classes, or 9:00pm the night before for daytime classes.

Zoom classes that are canceled due to connectivity issues will be addressed on a case-by-case basis.

If a class is cancelled in a 6-week session a make-up class will either be scheduled during the last week of the session or in the following session, if applicable.

## Drop-off and Pick-up

### Before Class

- Students must arrive no earlier than 10-minutes prior to their scheduled lesson. This is to avoid unnecessary exposure or social distancing issues.

- Parent/Guardian must fill out the COVID-19 screening form within 1-hour before each class time in order for student to be admitted into the building. Please be honest for the safety of all!
- Parent/Guardian may not depart until their dancer is successfully admitted.
- ABT requires that ALL students and staff must wear a mask at all times, which is mandated in Virginia and highly recommended by the CDC.
- Dancers should arrive in dance clothes (with warm-up coverings), ready to go straight into the studio. The dressing rooms are closed for changing or other use. Dancers are not allowed to wear their dance shoes outside and must wear street shoes entering and leaving.
- Because of these restrictions, students will not be allowed into class late.
- Until further notice, no parents or visitors are allowed inside. Parents will be invited to observe via Zoom during the first week of classes.
- Students are advised to bring adequate water bottles that are filled. Water fountains will be shut off to reduce surface area exposure.

### **After Class**

- Class times have been adjusted to allow for a thorough cleaning of the space before the next class begins.
- Please arrive at the parking lot 5-10 minutes before the scheduled class end time to be ready to pick up your dancer when they exit the building.
- Dancers should move directly to/from the facility to their waiting vehicle before and after classes.

ABT must have prior notification if someone other than the parent/guardian/caregiver is picking up the dancer.

## **Scholarships & Work Study**

Scholarships are provided by Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all qualifying students, regardless of their economic status are given the opportunity to study dance in a professional school. Scholarships are based on financial need. Please note that SFTPA only grants partial scholarships.

An application form is available online at [www.abtdance.org/registration/financial-aid](http://www.abtdance.org/registration/financial-aid). If you have any questions, please contact [Nicky@abtdance.org](mailto:Nicky@abtdance.org).

## Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>10:30 - 11:00 AM</b> Creative Movement (Ages 2-4)			<b>9:00 - 9:30 AM</b> Exploring Ballet (Ages 3-4)
		<b>11:30 - 12:00 PM</b> Exploring Ballet (Ages 3-4)			<b>10:15 - 11:15 AM</b> Ballet IIB
	<b>5:00 - 6:30 PM</b> Ballet IV/Advanced	<b>4:30 - 5:30 PM</b> Ballet IA/IB		<b>4:00 - 5:00 PM</b> Ballet IIA	<b>1:15 - 2:45 PM</b> Ballet IV/Advanced
<b>6:00 - 7:30 PM</b> Ballet IIIB	<b>7:00 - 8:15 PM</b> Modern II/III	<b>6:00 - 7:00 PM</b> Ballet IB	<b>5:30 - 7:00 PM</b> Advanced Ballet	<b>5:30 - 7:00 PM</b> Ballet IV	<b>3:00 - 4:15 PM</b> Beginner/Intermediate Pointe
<b>8:00 - 9:00 PM</b> Jazz II/III		<b>7:30 - 8:45 PM</b> Ballet IIIA	<b>7:15 - 8:30 PM</b> Advanced Pointe		

## 2020 Fall Calendar

September 8	Classes begin
November 23 - 28	Closed for Thanksgiving Break
December 14 – January 2	Closed for Winter Break
January 4	Classes Resume for Spring Semester

**6-Week Sessions:** All Closed dates listed above are observed.

<b>Fall: Session 1</b>
9/14/20 – 10/24/20
<b>Fall: Session 2</b>
10/26/20 – 12/12/20

# Performances

Performance information TBD.

## Class Attire

*Girls' hair should be worn up and in a neat bun. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into eyes; longer hair should be pulled back in a ponytail. Remove all jewelry other than stud earrings. Please wear clean dance clothes in good repair.*

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet 1A-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.

Ballet II and higher: Colored waistband (no black)

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Advanced Ballet

Girls Attire: Leotard color of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).

Boys Attire: Comfortable black shorts or black tights, fitted solid color t-shirt without logo or graphics, black ballet slippers.

### Jazz/Modern (all levels)

Girls Attire: Solid colored leotard, black jazz pants, tights, leggings, or shorts, and black jazz shoes.

Boys Attire: Comfortable black bicycle shorts, fitted solid color t-shirt without logo or graphics, black jazz shoes.



# Studio Policies & Agreements

ABT's policies & rules are in place to maintain a positive, safe, healthy, and productive environment for the dancers, families, and staff. Please send a signed copy to [Nicky@abtdance.org](mailto:Nicky@abtdance.org).

## Student & Parent/Guardian Agreements – Please read thoroughly

Today's Date: \_\_\_\_\_ Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

- 1) At ABT we encourage and nurture a welcoming environment of inclusion, integrity, and friendship. We do not discriminate for any reason. We reward hard work, dedication, and a positive attitude. **We do not tolerate gossiping or bullying of any kind.**
- 2) Please use the restroom at home prior to the start of class to help with fewer interruptions during class.
- 3) I have read the Health and Safety Plan thoroughly and agree to carefully follow all rules.
- 4) Due to safety precautions, students that arrive late will not be admitted into the building.
- 5) Please be fully prepared for class by bringing all the things you need into the studio at the start of class.
- 6) Talking during class is not permitted.
- 7) The use of powders, lotions, hair products, jet glue or other substances is prohibited in the studio.
- 8) Food, chewing gum, or beverages other than water are not allowed in the studio.
- 9) ABT is not responsible for lost or stolen items. If you bring valuables to the studio, they are your responsibility.
- 10) Cellphones must be turned to silent during class.
- 11) Students are expected to respect the facility and clean up after themselves in the studio.
  - Parent/Guardians; please arrive at the parking lot 5-10 minutes before the scheduled class end time to be ready to pick up your dancer when they exit the building.
- 12) ABT reserves the right to suspend or dismiss any student whose conduct or attitude is found to be dangerous, disruptive, or disrespectful.

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_